

L'obiettivo di questo documento è fornire una panoramica del processo di creazione di una scheda di servizio nel portale fornitori Coupa.



Nota:

I dati utilizzati in questa Guida rapida sono solo a scopo didattico. Si prega di utilizzare i dati specifici della transazione che si sta eseguendo quando si lavora nel sistema reale.

Accedere a CSP e individuare l'ordine di acquisto

1. Accedere al CSP e fare clic sulla scheda **Ordini** nella schermata iniziale.

	e- supplier test coupshort or	om/homo/				~	5		
<i>⇒</i> 0	=o supplier-test.coupanost.co	om/nome/				ਮ	4	•	
	@coupa supplier	rport 1			COUPA - NOTIFICATIONS 999 HE	ELP ~			
	Invoices	Orders Business Pr	rofile Payments	Setup Service Sheets	ASN Sourcing More				
	Universal Supplies Profile Last Updated: 18 days ago View Profile Recent Activity Sasol Chemicals Test - Universal_ More.			View ~ 🕐	Announcements No Announcements				
	No activity found for Sasol	Chemicals Test - Universal	Supplies.						
	No activity found for Sasol Two-factor Security	Chemicals Test - Universal Join Requests	Merge Suggestions	Linked Customers					

2. Utilizzare il campo di ricerca per inserire il numero dell'ordine di acquisto.

👻 🎄 Coupa Supplier Portal - Orders 🗙 🕂				- 0	×
\leftrightarrow \rightarrow C $\stackrel{e_{2}}{\Rightarrow}$ supplier-test.coupahost.com/orders/			\$	D 🙎) :
coupa supplier portal		COUPA - NOTIFICATIONS	991 HELP ~		^
A Invoices Orders	Business Profile Payments Setup	Service Sheets ASN Sourcing M	ore		
Orders Order lines Ref	urns Order Changes Order Line Changes	Order Confirmations More			
Purchase Orders	Select pany information setup page and will be displayed for C ion to Accept the Purchase Order and I	t Customer Sasol Chemicals Development SP and SAN suppliers on the Purchase Order Create an Invoice using its dat	JANNONE F Y		
Exportio	View				
PO Number Order Date Status	Acknowledged At Items	Unanswered Comments Total Assigned T	o Actic		
8500000993 27/1/25 Issued	None 100 Hours of test	No 19,900.00 Work EUR Confirmer	i ∈ I ⇔		
8500000774 5/12/24 Issued	None 100 Hours of test	No 19,900.00 Work EUR Confirmer	e I 🗢		
8500000711 20/11/24 Issued	20/11/24 100 Hours of test	No 19,900.00 Work EUR Confirmer	6 0		
8500000710 20/11/24 Cancelled	20/11/24 100 Hours of test	No 19,900.00 Work	💬 Chat with	Coupa Support	-



Accedere a CSP e individuare l'ordine di acquisto

3. Fare clic sull'icona di ricerca per eseguire la ricerca.

V 🖗 Coupa Supplier Portal - Orders X +		- 1	-	×
← → C Supplier-test.coupahost.com/orders/	\$	Ď		:
COUPA - NOTIFICATIONS 😆 HELD	• •			^
A Invoices Orders Business Profile Payments Setup Service Sheets ASN Sourcing More				
Orders Order lines Returns Order Changes Order Line Changes Order Confirmations More				
Select Customer Sasol Chemicals Development - JANNONE F Purchase Orders Instructions From Customer (Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page) Click the Gaction to Accept the Purchase Order and Create an Invoice using its data	•			
Export to View All View All View				
Showing results for associated in a				
PO Number Order Date Status Acknowledged At Items Unanswered Comments Total Assigned To Acti <u>2500000011</u> 24/7/24 Issued None SES approval chain test No 1,000.00 USD				
avscrptvoil0;	Chat with Co	upa Sup	port	Ŧ

4. Si apre una bozza di scheda di servizio. Fare clic sull'icona **Calendario** per selezionare la **Data di completamento**.

* 2 🔹	:
# of Service Sheets for Order 5	
	-
	1
Completion Date	
	8
	2 of Service Sheets for Order 5 Completion Date database



Inserire i dettagli del servizio

5. Inserire una descrizione del servizio completo.

♥ 🐼 Coupa Supplier Portal - Orders 🗙 +				- 🗆 ×
← → C supplier-test.coupahost.	com/orders/		\$	ර I 😩 :
Line Details				
1 SES approval chain test				
PO Line	Due Date		Completion Date	
1	None		4/2/25	Ê
Supplier Contact Email	PO Line Total			
None	5			
1 * Description	Worker Assignment	Rate		Price
l	No workers available	∨ Q No rates availab	le v a	ι
+ Add Detail Line				
Comments			💬 Chat with i	Coupa Support

6. Inserire il prezzo, la quantità e l'UOM.

•	Q	Coupa S	upplier Portal - Orders 🗙	+								-		×
÷	\rightarrow	C	supplier-test.coupa	host.com/orders/							☆	₽		:
														* *
										199	.00 USD	:		
				Completion Date				Attachr	nents					
				4/2/25				Add File	e I URL I Text					11
										C				
					_					0				
			Rate		* Price		Quantity		* UOM					
	~	Q	No rates available	~ C	199.0	0	1		Each V	199.0)0 USD :			
									Hectopascal					
									Hertz (1/second)					
									Hour					
									Hours					
									Inch 🔻					
										M	💬 Chat with	h Coupa :	Support	-
4														



Invia il foglio di registrazione del servizio

7. Inserite un commento se desiderate inviare un commento a Sasol insieme alla voce di servizio.

\rightarrow	C	0-	supplier-test coupshost com/orders/				÷ 5	
~	0	-0	supplier-test.coupariost.com/orders/				ж С	-
		2	Description	Worker Assignment		Rate		* Pi
			man power	No workers available	~ Q	No rates available	~ Q	10
				10				
		+ A	dd Detail Line					
			7					
F			7					
C	Comi	men	ts 7					
0	Comi	nen	ts					
C	Comr	men Comm	7 ts ent ind					
E	Comr Inter C	men Comm	ts ent ing					
E	Comi Inter C SES f	men Comm or test	7 ts ent ing IRL					
C E S	Comr Inter C SES f Add F end cor	nen Comm or test ile U	7 ts ent ing RL notification to a user by typing @name (e.g. QJohnS	nili)				
E	Comr Inter C SES f Add F end cor	men Comm or test ile I U	7 ts ent ing RL notification to a user by typing @name (e.g. @JohnS	mm)				
C E S	Comminister C SES f Add F end cou	men Comm or test ile I U	T ts ent ing IRL notification to a user by typing @name (e.g. @JohnS	renth)				
C E S	inter C SES f	men Comm or test ile I U	T ts ent ting IRL Notification to a user by typing @name (e.g. @JohnS	imth)				

8. Fare clic su Invia.

💌 😨 Coupa Supplier Portal - Orders X +		-		×
← → ♂ S; supplier-test.coupahost.com/orders/	☆	Û		:
				*
	Mute Comments	\sim		1
				Ш
				Ш
				Ш
	Add Commer	it	6	
			0	1
Cancel	Save Subm	it		
		0		
C	Chat with	Coopas	Support	•



Invia il foglio di registrazione del servizio

9. Fare clic su Invia di nuovo sul popup per confermare l'invio.

👻 🎲 Coupa Supplier Portal - Orders 🗙 🕂				-		×
← → ♂ ℃ supplier-test.coupahost.com/	orders/		☆	Ď		:
Worker Assignment	Rate	• Price	* Quantity 20	• UOM Each	I	~
	Confirm Submission The total amount exceeds the order line total on the Ca	service line: 1 ncel Submit				
ukuSoulli)			Chat wit	h Coupa \$	Support	

10. Il foglio di registrazione del servizio è stato inviato a Coupa.

Coupe Supplier Portal - Orders X +		-		×
← → C Supplier-test.coupahost.com/orders/	☆	Ð		:
Purchase Order #8500000041				^
Service Sheet #82 submitted successfully	×			ł
General Info Shipping				
Status Issued - Pending Manual Ship-To Address Contrada Marcellino Order Date 24/7/24 96011 Augusta 96011 Augusta Revision Date 24/7/24 Location Code: 1102 Requester Purti Sandip Shah Attr: Purti Sandip Shah Email purshah@deloite.com Terms Ship-To additional Ship-To address	C Add			
Attachments None No package tracking.				
Iines				
Advanced Search P Sort by Line Number 0 → 9 1 Type Item Price Total Inv © SES approval chain test 1,000.00 1,000.00 1	roiced 0.00			
Worker Assignment Resource Manager Confirmed Pending Approval Pending Rework Discarded Supplier Part Number + Add Akshat Pradeep 0.00 3,590.00 0.00 0.00 None	💬 Chat wit	h Coupa Sup	port	Ţ